

## ETP Application Package Cover Sheet (ETP 004A)

EMPLOYMENT

OCT 16 2008

TRAINING PANEL

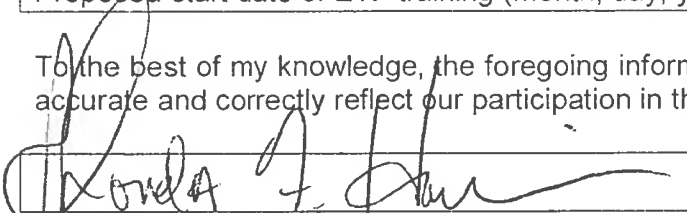
Reference Number: 08-0893

|  |                                    |
|--|------------------------------------|
| Applicant's Legal Name:                | Contractors Alliance of Richmond   |
| Address (Street, City, Zip Code):      | 322 Harbour Way, Richmond CA 94801 |
| Applicant's Authorized Representative: | Rhonda F. Harris                   |
| Title:                                 | President                          |
| Telephone:                             | 510.593.6006                       |
| Fax:                                   | 510.233.5733                       |

Small Business  
Program☐Single Employer Fast  
Track☒Fast Track SET  
Entrepreneurial☐

|   |              |
|---|--------------|
| Number of New-Hire Trainees:                                  | N/A          |
| Number of Retraitees:   | N/A          |
| Number of Special Employment Training (SET) trainees:         | Enter # here |
| Number of High Unemployment Area/Working Poor (HUA) Trainees: | N/A          |
| Total Number of Trainees in All Categories:                   | 30           |
| Total ETP funding requested for the proposed training:        | 75,000       |
| Proposed start date of ETP training (month, day, year):       | 11-15-08     |

To the best of my knowledge, the foregoing information and my responses to the questions are accurate and correctly reflect our participation in the ETP-funded training.

|   |           |
|---|-----------|
|  | President |
| Signature of the Agreement Signatory  | Title     |
| Rhonda F. Harris  | 10/2/08   |
| Print Name  | Date      |
| rred7@msn.com   |           |

Contract Analyst Initials:

TT/SCBA

Agent: McKinley Ross Jr. Consortium Mgmt Co  
mrossblessed@yahoo.com

Employment Training Panel  
Single Employer Fast Track Application

Please provide the following information for your ETP Contract Analyst:

Company

1. Legal company organization

Association

2. Describe what the companies manufactures or what service they provides

Provides training, technical assistance and advocacy for small businesses.

3. Have companies participated in an ETP Agreement in the past? Yes \_\_\_ No ☒

4. If you will provide training at more than one site, provide additional address and county:

N/A

5. List the number of permanent, full-time employees (employees working at least 35 hours per week) worldwide and in California:

N/A ☒ worldwide and \_\_\_ in California.

?

6. Enter your turnover rate for the past 12 months for all company locations where training will be provided.

N/A \_\_\_%

?

Trainees

7. List the number of small business owners to be trained.

| Small Business Owners |
|-----------------------|
| 30                    |

8. Estimate the Employer Contribution for the proposed training (normally, this will be trainee wages while they are in training. Use the average wage x the total number of training hours provided X the number of proposed trainees).

\$\_\_\_\_\_ = Wages and benefits of trainees while in training.

?

## Curriculum

9. List the types of training that will be provided (e.g. Manufacturing Skills, Continuous Improvement, Management Skills, Computer Skills).

Attached Construction Management/Project Management  
Estimating, Scheduling, Contract Administration

10. Describe how ETP-funded training will assist the company owners and why the training is needed. The City of Richmond has several billion dollars of current and planned construction work. This training will build capacity for small contractors to participate.

11. Who will provide the training (in house staff or outside training vendors)? Who will perform project administration duties? If you have chosen any vendors, please list them:

Training Provider: Consortium Management Company, Inc.  
Project Admin: McKinley Ross Jr.

12. Date training projected to begin: \_\_\_\_\_

13. Name, title, phone number, fax number and e-mail address of the contract signatory:

Rhonda Harris, President, 510.593.6006, 510.233.5733 FAX  
Email = rred7@msn.com

14. Name, title, phone number, Fax number and e-mail address of the Contractor representative.

McKinley Ross Jr., Consultant, 415.846.1172 cell  
510.233.5733 FAX Email = mrossblessed@yahoo.com

**CONTRACTOR'S ALLIANCE OF RICHMOND**  
***ETP / SET***  
**CURRICULUM AND TRAINING SCHEDULE**

Number of Trainees:

**Management & Administration**

|  | Description  | Date    | Hours         |
|--|--|---------|---------------|
|  | Developing Your Business Plan                        | Nov. 15 | 9:00am-1:00pm |
|  | Financing, Lines of Credit, Construction Loans, etc. | Nov. 29 | 9:00am-1:00pm |
|  | Intro. To Construction / Project Management          | Dec. 06 | 9:00am-1:00pm |
|  | Bids, Estimating & Take Offs                         | Dec. 13 | 9:00am-1:00pm |
|  | Scheduling   | Jan. 10 | 9:00am-1:00pm |
|  | Project Claims                                       | Jan. 24 | 9:00am-1:00pm |
|  | Contract Administration                              | Feb. 07 | 9:00am-1:00pm |
|  | Intro. To LEED                                       | Feb. 21 | 9:00am-1:00pm |
|  | Staff Recruitment and Retention                      | Mar. 07 | 9:00am-1:00pm |
|  | Union / Labor Relations                              | Mar. 21 | 9:00am-1:00pm |

**Professional Development**

|  |                                  |         |               |
|--|----------------------------------|---------|---------------|
|  | Time Management                  | Apr. 04 | 9:00am-1:00pm |
|  | Communication Skills Development | Apr. 18 | 9:00am-1:00pm |
|  | Conflict Resolution              | May 02  | 9:00am-1:00pm |
|  | Team building                    | May 16  | 9:00am-1:00pm |

Participating Employers in Retrainee/New Hire  
Multiple Employer Contractor (MEC) Agreements  
(ETP 100B)

Contractor's Name:

Contractor's Alliance of Richmond

CCG No.: ET05-0000

Reference No:

08-0293

Page 1/1

PRINT OR TYPE

Company:

Astro Construction

Address:

3833 CIND AVE

City, State, Zip:

Richmond CA 94801

Contact Person/Title:

Giana Riley owner

Telephone No.:

510 685-4161

Collective Bargaining Agreement(s):

0

Total # of full-time company employees worldwide:

0

Total # of full-time company employees in California:

3

Estimated # of employees to be retrained or hired under this Agreement: 15-20

Company:

Gabriel Construction

Address:

1556 Martin Pr.

City, State, Zip:

Richmond, Ca. 94801

Contact Person/Title:

Darrin Gabriel

Telephone No.:

510 812-2690

Collective Bargaining Agreement(s):

0

Total # of full-time company employees worldwide:

0

Total # of full-time company employees in California:

2

Estimated # of employees to be retrained or hired under this Agreement: 5-10

Company:

H & H Builders

Address:

322 Harbour way, Suite 9

City, State, Zip:

Richmond, CA 94801

Contact Person/Title:

Rhonda F. Harris

Telephone No.:

510.593.6006 cell

Collective Bargaining Agreement(s):

Yes

Total # of full-time company employees worldwide:

0

Total # of full-time company employees in California:

9

Estimated # of employees to be retrained or hired under this Agreement:

N/A

Contractors' Alliance of Richmond  
Uplifting the Community through Cooperative  
Involvement

322 Harbour Way, Suite 9  
Richmond, CA 94801  
510 233-9313 office  
510 233-5733 fax  
510 593-6006 cell


rred7@msn.com



Rhonda F. Harris  
President

FED TAX ID#

= 68-0664926



Rhonda F. Harris  
President

510 233-9313  
510 233-5733  
510 593-6006

322 Harbour Way, Suite 9  
Richmond, CA 94801  
rred7@msn.com

**McKinley Ross Jr.**  
Consultant

**Project Support Services**

Employment & Training /DBE Compliance

P.O. Box 880341  
San Francisco, CA 94188  
415.846.1178  
mrossblessed@yahoo.com



State of California  
Secretary of State

5024

**FILED** cc  
in the office of the Secretary of State  
of the State of California

OCT 15 2007

**STATEMENT BY UNINCORPORATED ASSOCIATION**  
(Corporations Code section 18200)

A \$25.00 filing fee must accompany this form.

**IMPORTANT – Read instructions before completing this form.**

This Space For Filing Use Only

**ENTITY NAME** *CONTRACTOR Alliance of Richmond*

1. NAME OF UNINCORPORATED ASSOCIATION

*CONTRACTOR Alliance of Richmond*

**PRINCIPAL OFFICE ADDRESS IN CALIFORNIA, IF ANY** (If the association has a principal office address in California, complete Item 2 and proceed to Item 4 (leave Item 3 blank.) If the association has no principal office address in California, leave Item 2 blank and proceed to Item 3.)

2. PRINCIPAL OFFICE ADDRESS CITY STATE ZIP CODE  
*322 Harbour Way, Suite 9 Richmond CA 94801*

**MAILING ADDRESS** (If Item 2 was not completed, complete Item 3 with the address to which the Secretary of State shall send any required notices.)

3. MAILING ADDRESS CITY AND STATE ZIP CODE

**AGENT FOR SERVICE OF PROCESS** (If Item 2 was completed, the association may designate an agent for service of process. If, however, Item 3 was completed, the association must designate an agent for service of process. If the agent is an individual, the agent must reside in California and both Items 4 and 5 must be completed. If the agent is a corporation, the agent must have on file with the California Secretary of State a certificate pursuant to Corporations Code section 1505 and Item 4 must be completed (leave Item 5 blank).)

4. NAME OF AGENT FOR SERVICE OF PROCESS

*Theresa Bennett-Wilkes*

5. IF AN INDIVIDUAL, CALIFORNIA ADDRESS OF AGENT FOR SERVICE OF PROCESS CITY STATE ZIP CODE  
*600 16th St, Suite B Oakland CA 94612*

**AMENDED FILING** (If the unincorporated association filed a previous statement with the Secretary of State, enter the Secretary of State file number in Item 6, and if the name under which the unincorporated association previously filed differs from the name entered in Item 1, enter the former name of the unincorporated association in Item 7. If the last statement filed by the association has expired, or if no prior statements have been filed, leave Items 6 and 7 blank and proceed to Item 8.)

6. SECRETARY OF STATE FILE NUMBER

7. FORMER NAME OF UNINCORPORATED ASSOCIATION (if different from the name in Item 1 above)

**EXECUTION**

8. THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.

*Rhonda F. Harris*  
SIGNATURE OF PERSON COMPLETING THIS FORM

*President*  
TITLE OF PERSON COMPLETING THIS FORM

*Rhonda F. Harris*  
TYPE OR PRINT THE NAME OF PERSON COMPLETING THIS FORM

*10/10/07*  
DATE

# **By-Laws of the Contractors' Alliance of Richmond**

## **I. MEMBERSHIP**

Membership in the Contractors' Alliance of Richmond shall be open to individuals and business owners engaged in the building/construction trades and related industries.

**A. MEMBER BENEFITS:** Membership in the Alliance shall include the following benefits:

- (1) Information on up-coming bid opportunities at the local, county, state, and federal levels as well as within the private sector;
- (2) Technical assistance;
- (3) Assistance in securing bonds and insurance;
- (4) Dispute resolution, arbitration and mediation;
- (5) Networking and referral opportunities;
- (6) Education and training.

**B. CLASSES of MEMBERSHIPS:** Three classes of membership shall be offered by the Contractors' Alliance of Richmond:

- (1) Full member;
- (2) Associate member;
- (3) Retiree/Apprentice/Journeyman

**FULL MEMBER:** A full member is current on dues, attends monthly meetings regularly and, actively participates in the life of the organization. A full member shall have full voting rights including standing committees. A full member may hold office and serve on standing committees. A full member is entitled to all the benefits provided by the Alliance. A full member can sponsor new members into the Alliance.

*faxed*



**ASSOCIATE MEMBER:** An associate member pays sixty-five percent (65%) of the annual dues and has no voting rights. An associate member may give and receive referrals and attend networking functions hosted by the Alliance. An associate member may also receive information on up-coming bid opportunities. An associate member is not entitled to technical assistance, assistance in securing bonds and/or insurance or dispute resolution services. An associate member may attend education and training workshops sponsored by the Alliance and shall pay the fee charged for non-members. An associate member cannot hold office. An associate member can serve on any Standing Committee except the Executive Committee. An associate member shall not have a vote on any Standing Committee. An associate member can invite guests but may not sponsor in new members.

**RETIREE/APPRENTICE/JOURNEYMAN:** Members in this classification pay fifty percent (50%) of annual dues and have no voting rights. Members in this classification may attend networking events hosted by the Alliance. Members in this classification may attend education and training workshops sponsored by the Alliance: retirees shall pay the non-member fee, apprentices and journeymen will pay a *student* rate. Members in this classification cannot hold office. Members in this classification can serve on any Standing Committee except the Executive Committee, and shall not have a vote.

### **C. MEMBERSHIP SELECTION PROCEDURES:**

- (1) Prospective members must be sponsored in by a full member in good standing.
- (2) Prospective members must submit a completed application and a check for fifty percent (50%) of the annual dues for the classification of choice plus the application fee.
- (3) The Membership Committee will verify references and licenses. The membership Committee chairperson will notify both the prospective member and the President when the application process is completed and membership is either approved or declined.
- (4) New members will be inducted into the Alliance at regularly scheduled monthly meetings.
- (5) Prospective members whose applications are declined will be notified in writing (see Appendix \_\_\_\_\_).

(6) Membership can be declined for the following reasons:

- (a) Incomplete application;
- (b) Application fee not included;
- (c) Unable to verify references;
- (d) Contractor isn't licensed;
- (e) Unable to verify physical location of business;
- (f) Member complaints or objections.

**D. Application Fee Policy:** Application fees are not refundable and shall not be processed prior to approval of application. Checks from applicants denied membership shall be returned with notification letter.

**E. Withdrawal of Offer of Membership:** New member application fee checks returned for non-sufficient funds must be made good within *three* business days by bank draft or money-order. Repayment shall include charges assessed by Alliance's bank.

**F. RESIGNATIONS:** Resignations shall be submitted in writing, stating the date the resignation is effective and the reason or reasons for the resignation. The Membership Committee chairperson will announce the resignation at the next monthly membership meeting. The Membership Committee shall retain the letter of resignation for two years from the date of resignation.

**G. EXPULSIONS:** Members shall be expelled from the Alliance on the recommendation of the Membership Committee for the following reasons:

- (1) Lack of participation;
- (2) Unethical behavior;
- (3) Failure to pay dues as required;
- (4) Failure to abide by the bylaws of the Alliance;
- (5) Dereliction of duty;
- (5) Disruptive behavior at meetings;

## **H. Member Renewals**

Membership in the Contractors' Alliance of Richmond shall be renewed annually: All memberships shall be due and payable effective January 1, 2010.

## **II. OFFICERS:**

The following officer positions shall be established for the Contractors Alliance of Richmond:

- ❖ President
- ❖ Vice-President
- ❖ Treasurer
- ❖ Financial Secretary
- ❖ Secretary
- ❖ Parliamentarian

**President:** The president shall preside over monthly meetings. The president is authorized to conduct business on behalf of the Alliance and shall serve as an official representative. The president shall be a signatory on the Alliance's bank account(s). The president shall serve on the Executive Committee. The office of the president shall be open to full members in good standing.

**Vice President:** The vice president shall preside over monthly meetings in the president's absence or at the president's request. The vice president shall serve on Executive membership and Nominating Committees. The office of the vice president shall be open to full members in good standing.

**Treasurer:** The treasurer shall manage the Alliance's finances, make deposits and withdrawals from the Alliance's bank account(s), reconcile accounts, write checks to pay for expenses incurred by the Alliance and prepare monthly, quarterly, semi annual, and annual profit and loss statements for membership and Executive Committee meetings. The treasurer shall collect checks for fees from prospective applicants. The treasurer shall be responsible for the preparation and disposition of all financial reports required of the Alliance. The treasurer shall maintain bank statements, canceled checks, profit and loss statements and copies of all reports filed on behalf of the Alliance. The treasurer shall be an authorized signatory on the Alliance's bank accounts. The treasurer shall serve on the

Executive and Finance Committees. The office of the treasurer shall be open to full members in good standing.

**Financial Secretary:** The financial secretary shall:

- (1) Prepare and send out dues statements;
- (2) Collect dues payments;
- (3) Maintain records of payments received;
- (4) Maintain record of delinquent members;
- (5) Prepare monthly, quarterly semi annual and annual reports on dues payments requested and received.

The financial secretary shall turn over all dues payments to the treasurer. The financial secretary shall issue paper receipts for all dues payments received. The financial secretary shall serve on the Executive and Finance Committees. The office of the financial secretary shall be open to full members in good standing.

**Secretary:** The secretary shall serve as the administrative officer for the Alliance. The secretary shall:

- (a) Maintain the Alliances' files and records;
- (b) Receive and distribute correspondence addressed to the Alliance;
- (c) Respond to correspondence as directed by (a) the president, (b) the treasurer, or (c) the vote of the membership.
- (d) Prepare agendas and meeting packets for membership and Executive Committee meetings;
- (e) Prepare and disseminate meeting notices;
- (f) Distribute agenda and meeting packets prior to membership and Executive Committee meetings.
- (g) Take minutes of membership and Executive Committee meetings;
- (h) Maintain meeting minutes in a separate file.
- (i) The secretary shall work closely with the president and shall serve on the Executive Committee. The secretary shall be a signatory on the

Alliance's bank account(s). The office of the secretary shall be open to full members in good standing.

**Parliamentarian:** The parliamentarian shall assist the presiding officer in running membership and Executive Committee meetings through implementation and use of the rules of parliamentary procedure. The parliamentarian shall serve on the Executive and By-Laws Committees. The office of the parliamentarian shall be open to full members in good standing.

- A. **ELECTION OF OFFICERS:** Officers shall be elected from a slate of nominees compiled by the Nominating Committee. The Executive shall designate the term of office and the month in which elections shall be held beginning the year of our Lord, 2010.
- B. **RESIGNATIONS:** Voluntary resignations of officers shall be in writing with an original signature. The letter of resignation shall be submitted to *any* member of the Executive Committee no later than one week prior to the date the resignation becomes effective.
- C. **REMOVAL FROM OFFICE:** The Executive Committee shall be responsible for removing officers. An officer shall be removed from office for any or all of the following reasons:
1. Malfeasance;
  2. Member complaints that have been verified, investigated and documented;
  3. Failure to perform duties and responsibilities of office;
  4. Non-payment of dues;
  5. Absenteeism;
  6. Disruptive behavior;
  7. Personal leave;
  8. No longer engaged in building/construction or related business.

The officer facing removal shall be prohibited from attending or participating in Executive Committee meetings where discussions regarding said officer's status are taking place. Said officer shall not be entitled to representation, however a written statement from the officer can be submitted to the Executive Committee. The Executive Committee can, by vote of members present, consider or disregard

statement. Minutes shall reflect that a statement was received and shall indicate action taken on the statement.

Decisions of the Executive Committee regarding removal of officers shall be final and therefore shall not be subject to mediation or arbitration. The decisions of the Executive Committee shall be effective as of the date of the meeting at which action is taken.

Prior to the meeting of the Executive Committee, the officer facing removal shall be:

1. Advised in writing that removal action is pending and shall be offered the option of voluntary resignation. (The Executive Committee shall meet to formally accept the resignation, review reasons for removal and determine what additional actions are required.) This letter shall be sent to the officer's address of record on the membership application by certified mail with return receipt or by overnight delivery such as FEDEX, UPS or Express Mail.
2. Asked to step down until Executive Committee has met and taken action;
3. Asked to return all materials, records and files to a designated member of the Executive Committee. The date, place and/or method of surrender shall be spelled out along with a statement of actions to be taken in the event of failure to comply.

**D. VACANCIES:** The following procedures shall be used to fill officer vacancies:

- (1) **Presidency:** The vice president shall complete the unexpired term of the president unless the Executive Committee designates a full member in good standing to fill the position.
- (2) **Vice President:** The Executive Committee shall designate another officer to complete the unexpired term of the vice president. If no other officer is chosen, the Executive Committee shall select a full member in good standing and appoint that member to complete the unexpired term of the vice president.
- (3) **Treasurer:** The financial secretary shall complete the unexpired term of the treasurer. Should the treasurer's position become vacant within six months of the end of her or his term of office, the duties and responsibilities of the treasurer shall be combined with those of the financial secretary and the office of the treasurer shall remain vacant for the duration of the unexpired term. The Executive Committee shall also have the option to select a full member in good standing and appoint that member to complete the unexpired term of the treasure;.

(4) **Financial Secretary:**

- (a) Should the financial secretary's position become vacant within six months of the end of her or his term, the duties and responsibilities of this office shall be combined with those of the treasurer and the office of the financial secretary shall remain vacant for the duration of the unexpired term; or,
- (b) The Executive Committee shall select a full member in good standing and shall appoint that member to complete the unexpired term of the financial secretary.

5. **Secretary:** The Executive Committee shall select a full member in good standing and shall appoint that member to complete the unexpired term of the secretary.

6. **Parliamentarian:** The Executive Committee shall select a full member in good standing and shall appoint that member to complete the unexpired term of the parliamentarian.

7. **Conditions:** Vacancies shall be filled according to the procedures contained in these by-laws. Authority to fill vacant positions shall be vested exclusively with the Executive Committee. Only full members in good standing shall be considered for an appointment to officer positions.

- (a) Any officer who has been removed from office or who has voluntarily resigned under threat of removal shall be prohibited from running for or election to office for a period of not less than five years.
- (b) Any officer who voluntarily resigns from office shall be prohibited from running for or election to office for a period of not less than three years.
- (c) Appointees shall run for and be elected to the office *after* the term of appointment has expired.
- (d) Each new term of office shall begin with a slate of elected officers.
- (e) The Executive Committee shall schedule special elections for replacement of newly elected officers who are unable to serve. The date and time of these elections shall be set by the Executive Committee. The Nominating Committee shall provide a slate of names for the offices to be filled.

### **III. STANDING COMMITTEE:**

The following Standing Committees are hereby established to facilitate and implement the mission, vision, goals and objectives of the Contractors' Alliance of Richmond:

- (1) The Executive Committee;
- (2) The Membership Committee;
- (3) The Nominating Committee;
- (4) The By-Laws Committee;
- (5) The Political Advocacy Committee;
- (6) The Education and Training Committee;
- (7) The Program Committee;
- (8) The Financial Committee

**A THE EXECUTIVE COMMITTEE:** The Executive Committee of the Contractors' Alliance of Richmond provides leadership and administrative management of the Alliance. This committee shall have oversight over all the standing committee.

- (1) Membership:** Membership of the Executive Committee shall consist solely of the following:
  - (a) The President;
  - (b) The Vice President;
  - (c) The Treasurer;
  - (d) The Financial Secretary;
  - (f) The Secretary;
  - (g) The Parliamentarian; and
  - (h) Chairs of all standing committees;



(2) **Duties and Responsibilities:** The Executive Committee shall be responsible for:

- (a) the administrative affairs of the Contractors' Alliance of Richmond;
- (b) Convening general membership meetings;
- (c) Ensuring that the business of the Alliance is carried out timely, efficiently, professionally and ethically;
- (d) Ensuring that Alliance continues to be a viable membership organization that serves its constituent stakeholders efficiently and effectively;
- (e) Ensuring the fiscal health and viability of the Alliance;

(3) **Meeting times:** The first Executive Committee of the Contractors' Alliance shall:

- (a) Establish a meeting schedule;
- (b) Elect a chairperson;
- (c) Adopt rules of parliamentary procedure; and
- (d) Define duties and responsibilities;

(4) **Voting:** All members of the Executive Committee shall have one vote each. A two-thirds majority shall constitute a quorum. Members facing disciplinary action cannot vote on matters pertaining to their situation.

**B. MEMBERSHIP COMMITTEE:** The Membership Committee shall receive, review and approve applications for membership in the Contractors' Alliance of Richmond. The Membership Committee shall:

- (1) Mediate and arbitrate member disputes;
- (2) Verify, investigate, document and resolve member complaints; and
- (4) Process member resignations;

(1) **Membership:** The membership of the Membership Committee shall consist of a minimum of three full members in good standing, the Vice President and one person from the following classifications:

- (a) Associate members;
  - (b) Retired member;
  - (c) Adopt One journeyman and/or apprentice
- (2) **Voting:** All full members of the Membership Committee shall have one vote each. A two-thirds majority shall constitute a quorum.
- (3) **Meeting Times:** The first Membership Committee of the Contractors' Alliance of Richmond shall:
- (a) Establish a meeting schedule;
  - (b) Elect a chairperson; and
  - (c) Adopt rule of parliamentary procedures.

**C. NOMINATING COMMITTEE:** The Nominating Committee shall:

- (1) Compile a slate of officers for every election held by the Contractors' Alliance of Richmond;
- (2) Recruit at least one eligible candidate for each official position sixty days prior to the end of the current term;
- (3) Prepare ballots for each election;
- (4) Designate two non-voting members of the committee to serve as Clerk and Teller, respectively, for each election.
- (5) Compile a slate of candidates for special elections;
- (6) Prepare ballots for special elections;
- (7) Designate two non-voting members of the committee to serve as Clerk and Teller, respectively, for each special election.
- (8) Prepare ballots for run-off votes when needed.
- (9) Dispose of counted spoiled and unused ballots from each election within twenty-four hours of the election.

- (10). Announce election results upon receipt of final tally from clerk and teller.
- (11). Transmit results either in writing or via the internet, to the Secretary for publication on the members-only page of the Alliance's web-site and to the president.
- (12). Provide a written report of the election results at the next scheduled general membership meeting.
- (13) **Membership:** The membership of the Nominating Committee shall consist of minimum of three full members in good standing, the Vice President and one person from each of the following classifications:
  - (a) Associate members;
  - (b) Retired members;
  - (c) One Journeyman and/or apprentice
- (14). **Voting:** All full members of the Nominating Committee shall have one vote each. A two-thirds majority shall constitute a quorum.
- (15). **Meeting Times:** The first Nominating Committee shall:
  - (a) Establish a meeting schedule;
  - (b) Elect a chairperson; and
  - (c) Adopt rules of Parliamentary procedure.

**D. BY-LAWS COMMITTEE:** The By-Laws Committee shall:

- (1) Review and finalize this initial draft and manage the amendment process;
- (2) Manage the amendment process.

(3) **Membership:** The membership of the By-Laws Committee shall consist of two full members in good standing, the Parliamentarian and one person from each of the following classifications:

(a) Associate members;

(b) Retired members;

(c) Journeyman/Apprentice

(4) **Voting:** All full members of the By-Laws Committee shall have one vote each. A two-thirds majority shall constitute a quorum.

(5) **Meeting Times:** The first Nominating Committee shall:

(a) Establish a meeting schedule;

(b) Elect a chairperson; and

Adopt rules of Parliamentary procedure.

E. **PROGRAM COMMITTEE:** The Program Committee shall:

❖ Host networking events sponsored by the Contractors' Alliance of Richmond;

❖ Host social events sponsored by the Alliance;

❖ Maintain the Alliance's website;

❖ Issue media releases on behalf of the Alliance.

(1) **Membership:** The membership of the Program Committee shall consist of a minimum of three full members in good standing and one member from each of the following classifications:

(2) **Voting:** All full members of the Program Committee shall have one vote each. A two-thirds majority shall constitute a quorum.

(3) **Meeting Times:** The first Program Committee shall:

(a) Establish a meeting schedule;

(b) Elect a chairperson; and,

(c) Adopt rules of parliamentary procedure.

F. **EDUCATION and TRAINING COMMITTEE**: The education and Training Committee shall:

- ❖ Organize education and training workshops sponsored by the Alliance;
- ❖ Provide the membership with information on changes in industry practices and laws;
- ❖ Conduct on workshop per calendar year on best practices in the building/construction trades and related industries.
- ❖ Conduct one ethics workshop per calendar year;
- ❖ Organize an annual leadership retreat for officers and standing committee chairs.
- ❖ Organize a bi-annual retreat for the entire membership.
- ❖ Host special events such as awards banquets, receptions, picnics and parties on behalf of the Alliance.
- ❖ Host special events such as awards banquets, receptions, picnics and parties on behalf of the Alliance.

(1) **Membership**: The membership of the Education and Training Committee shall consist of a minimum of three full members in good standing and one member from each of the following classification:

- (a) Associate members;
- (b) Retired members;
- (c) Journeyman/Apprentice

(2) **Voting**: All full members of the Education and Training Committee shall have one vote each. A two-thirds majority shall constitute a quorum.

(3) **Meeting Times**: The first Program Committee shall;

- (a) Establish a meeting schedule;
- (b) Elect a chairperson; and,

(c) Adopt rules of parliamentary procedure.

**G. POLITICAL ADVOCACY COMMITTEE:** The political action committee shall:

- ❖ Establish the Alliance's political action committee;
- ❖ Articulate and disseminate the Alliance's position on proposed policies and legislation directly affecting the building construction trades and related industries;
- ❖ Serve as the Alliance's liaison with elected officials;
- ❖ Establish and maintain a resource library and information clearinghouse on information relevant to the building/construction trades and related industries.

(1) **Membership**: The membership of the Political Advocacy Committee shall consist of a minimum of three full members in good standing and one member from each of the following classifications:

- (a) Associate members;
- (b) Retired members;
- (c) Journeyman/Apprentice

(2) **Voting**: All full members of the Political Advocacy Committee shall have one vote each. A two-thirds majority shall constitute a quorum.

(3) **Meeting Times**: The first Political Advocacy Committee shall:

- (a) Establish a meeting schedule;
- (b) Elect a chairperson; and,
- (c) Adopt rules of parliamentary procedure.

**H. FINANCE COMMITTEE**: The Finance Committee shall establish policies and procedures for:

- ❖ receipt and management of income
- ❖ Expenditure of funds for goods and services received.

- ❖ The Finance Committee shall retain the services of a certified public accountant to assist the committee in devising and implementing a multi year budget.
- ❖ The Finance Committee shall develop policies and procedures for implementation of the budget.
- ❖ The Finance Committee shall enforce the budget procedures contained in the Financial Procedures section of the by-laws.

(1) **Membership:** Membership on the Finance Committee shall include the Treasurer, Financial Secretary, two full members in good standing and one member from each of the following classifications:

- (a) Associate members;
- (b) Retired members;
- (c) Journeyman/Apprentice

(2) **Voting:** All full members of the Finance Committee shall have one vote each. A two-thirds majority shall constitute a quorum.

(3) **Meeting Times:** The first Finance Committee shall:

- a. Establish a meeting schedule;
- b. Elect a chairperson; and,
- c. Adopt rules of parliamentary procedure.

IV. **MEETINGS:** Monthly membership meetings of the Contractors' Alliance of Richmond shall be held on the second Tuesday of the month.

A. **Attendance Policies:**

- (1) Members in good standing shall have up to three absences (excused or unexcused) during a calendar year.
- (2) A member in good standing is defined as one who is current with dues and in compliance with all applicable provisions of these bylaws.

- (3) Members with less than six months shall have one absence;
  - (4) The Membership Committee Chair shall issue an informal warning, via telephone or email, for the fourth absence.
  - (5) Attendance shall be taken at every membership meeting and absences will be communicated to the Membership Committee.
  - (6) The Membership Committee shall issue a warning letter after the fifth absence.
  - (7) The Membership Committee shall issue a formal letter terminating membership after the sixth absence.
- B. **Quorum:** A quorum shall be a two thirds majority of full members and shall be required:
- (1) For all action items; and,
  - (2) To conduct elections.

In the absence of a quorum, membership meetings can proceed and all action items tabled until:

- (3) A quorum is achieved, or
  - (4) The next scheduled monthly meeting.
- C. **Meeting Notice:** The secretary shall issue notices for all regularly scheduled monthly meetings, in writing. The notices shall be received by members one week prior to the meeting date. The secretary shall also post a notice of upcoming membership meetings on the Alliance's website.
- D. **Meeting Format:** The meeting agenda shall consist of the following items:
- (5) Call to order;
  - (6) Reading and adoption of minutes of previous meeting;
  - (7) Reports of officers and standing committee chairs;
  - (8) Old business;
  - (9) New business;
  - (10) Induction of new members;



(11)Presentations;

(12)Adjournment

Robert's Rules of Order shall be used to establish and maintain parliamentary procedure.

**V. FINANCIAL PROCEDURES:**

A. **Dues:** The following dues structure shall be established for the Contractors' Alliance of Richmond:

(5) \$100 per month for full members;

(6) \$65 per month for associate members;

(7) \$50 per month for retired members;

(8) \$50 per month for journeyman and apprentices

B. **Payment of Dues:** Member shall be remitted to the Financial Secretary by the second Monday of the month through December 2009. Effective January 1, 2010, member dues shall be paid in full by January 31<sup>st</sup> of the Calendar year. Dues payments shall be made payable to the Contractors' Alliance of Richmond and sent to the offices of the Alliance, attention Financial Secretary. No dues shall be collected at membership meetings.

C. **Delinquent Dues:** Member dues are past due effective February 1<sup>st</sup>. A late fee of twenty-five percent (25%) of the annual dues per classification, shall be assessed on payments received after January 31<sup>st</sup>. Failure to pay delinquent dues by February 28<sup>th</sup> shall result in reclassification of member's status from active to inactive.

All benefits and privileges shall be suspended effective March 1<sup>st</sup> and the member shall be referred to the Membership Committee.

D. **Application Fee:** Prospective members shall pay an application fee of \$75.00 plus the first six months' dues through December 2009.

(1) Effective January 1, 2010, prospective members shall pay and application fee of \$100 plus the full membership dues.

E. **Refunds and Credits:** Application fees and members dues are not refundable. Payments submitted with applications shall not be processed until membership has been approved by the Membership Committee. Payment submitted with applications that are not approved for membership shall be returned within one calendar week of the Membership Committee's decision. No credits shall be issued in lieu of dues payments.

E. **Budget:** The Contractors' Alliance of Richmond shall adopt an annual budget upon ratification of these by-laws.

- (3) The Alliance shall retain the services of a certified public accountant to work with the Treasurer in developing a multi year budget;
- (4) The Treasurer shall present this budget to the Executive Committee for a recommendation of approval and to the general membership for final approval;
- (5) The Alliance's fiscal year shall run from the January 1, to December 31 of the calendar year;
- (6) The budget for the upcoming fiscal year shall be adopted sixty days prior to the end of the current fiscal year;
- (7) The Alliance's accountant shall provide bi-annual audits of the Alliance's finances;
- (8) The Alliance shall adopt a centralized uniform budget system:
  - (a) All Standing Committees shall utilize the same budget system.

G. **Expenditures:** Expenditures shall be tied to budget line items.

- (1) **Petty Cash:** The Alliance shall authorize the Treasurer to incur expenditures of up to \$50 per month. The Treasurer shall submit original receipts for reimbursement.
- (2) **Authorizations:** All expenditures of \$50.01 or more shall be pre-authorized through either the Finance Committee or the Executive Committee. Expenditures of \$50.01 to \$150 shall be pre-authorized by the Finance Committee. Expenditures of \$150.01 or more must be reviewed by the Finance Committee and forwarded to the Executive Committee with a recommendation for action. The Finance Committee shall

maintain records of all expenditure requests and actions taken on each one.

**(3) Reimbursements:**

- (a) Original receipts shall be submitted for reimbursement of **all** pre-authorized expenditures.
- (b) Unauthorized expenditures shall not be reimbursed.
- (c) Unauthorized expenditures shall be recorded as in-kind contributions or donations and are **not** tax deductible.
- (d) The Treasurer shall issue reimbursement checks within thirty days of receipt of original receipt.

**F. Collections:** The Financial Secretary shall give dues payments to Treasurer within two business days of receipt. The Financial Secretary shall not hold checks on behalf of any member.

- (3) Post-dated checks shall not be accepted for payment of any fees owed to the Alliance;
- (4) Unauthorized partial payments shall not be accepted.
- (5) Past due fees must be include with late payments or the payment shall not be accepted.
- (6) NSF fees must be included with returned check payments
- (7) Returned checks shall be remitted in the form of cashier checks, bank drafts or money orders.
- (8) Personal checks shall not be accepted.
- (9) Checks must have business name and a complete address. Starter checks shall not be accepted.
- (10) Third party or counter checks shall not e accepted.
- (11) Money-orders shall be accepted for the exact amount only.
- (12) Unsigned checks shall not be accepted.
- (13) The Treasurer and Financial Secretary shall ensure that checks submitted for payment are correctly completed before acceptance.

- (14) The Treasurer shall deposit member dues checks with five business days of receipt. All other checks shall be deposited within one calendar week of receipt.
- (15) The Treasurer shall notify members of returned checks within two business days of receipt. Treasurer shall also notify the Membership Chair, in writing, of receipt of returned checks within two business days.

## **VI. BY LAWS AMENDMENT PROCEDURES**

A. **Ratification of by-laws:** The first By-Laws Committee shall review, revise and recommend ratification of these by-laws. This recommendation shall include proposals for amendments. The By-Laws Committee shall forward its recommendations to the Executive Committee for review. The Executive Committee shall place the By-Laws and proposed amendments on the agenda for the next regularly scheduled meeting. A two thirds majority vote of full members in good standing is required for ratification. The date of ratification shall be the effective date of the By-Laws.

B. **Amendment Cycle:** Amendments to the By-Laws of the Contractors' Alliance of Richmond shall be reviewed and approved biennially effective January 1, 2010.

- (1) Proposed amendments shall be submitted to the By-Laws Committee ninety days prior to the date of the meeting designated for action on the by-laws;
- (2) The By-Laws Committee shall have sixty days in which to review the proposed amendments and make its recommendations to the Executive Committee.
- (3) The Executive Committee shall have thirty days in which to review the proposed amendments and the recommendation of the By-Laws Committee.
- (4) The Executive Committee shall not take any action on the recommendations of the By-Laws
- (5) The Executive Committee shall devote a regularly scheduled membership meeting to the review and approval of proposed amendments to the By-Laws.
- (6) Proposed amendments shall be approved or denied by a two-thirds majority vote of full members in good standing.

- (7) Approved amendments are effective the date of ratification.
- (8) The By-Laws Committee shall incorporate approved amendments within forty-five days of the date of ratification.
- (9) The following language shall be used with newly ratified amendments that **replaced** a previous amendment.
  - (a) This amendment, ratified on date and year, replaces previous amendment dated \_\_\_\_\_, or;
  - (b) This amendment, ratified on \_\_\_\_\_, replaces the original language of By-Laws ratified on \_\_\_\_\_.
- (10) The Parliamentarian shall have a current copy of the By-Laws available at every membership meeting.
- (11) All incoming members, regardless of classification, shall receive a current copy of the alliance's By-Laws.
- (12) Proposed amendments rejected by the membership can be resubmitted for the second cycle (four years) after the initial submittal.

**C. Procedures for Submitting Proposed Amendments**

- (1) The By-Laws Committee shall designate a time-frame of not less than thirty and not more than forty-five days in which to submit proposed amendments to the By-Laws. Proposed amendments shall not be accepted before or after the submission period.
- (2) The notice for accepting proposed amendments to the By-Laws shall be published in writing and copies mailed to every active member thirty days prior to the opening date for acceptance of proposals. The time frame for acceptance shall also be announced at the membership meeting prior the beginning of the thirty-day notification and at the general membership meeting during the notification period. Notice shall also be posted on the members-only page of the Alliance's website from the first day of the notification period through the last day of submission.
- (3) The notice shall not be distributed at membership meetings.

- (4) Proposed amendments shall be submitted in writing, on 8 1/2" X 11" paper, type-written, and **mailed** or hand delivered to the Alliance's offices attention By-Laws Committee. Hand-written proposals will not be considered. By-Laws Committee members shall not accept proposals during membership meetings.

D. **Submission Format:** Proposed amendments shall be submitted in the following format:

- (1) Heading: Proposed Amendment to By-Laws of the Contractors' Alliance of Richmond.
- (2) Submitted by: Name and contact information of member submitting proposed amendment. Proposals from inactive members shall not be considered.
- (3) Statement of proposed amendment. The member must indicate the nature of the proposed amendment.
- (4) Identification of section of the By-Laws to be amended.
- (5) Each section proposed for amendment shall be submitted separately.
- (6) Justification for Proposal. The member shall provide written justification for amending the By-Laws and shall clearly state how the proposed amendment will:
  - (a) Improve the By-Laws;
  - (b) Will benefit the membership;
  - (c) Will impact the finances of the Alliance; and,
  - (d) Will enhance the mission, vision, goals and objectives of the Alliance.
- (7) The members shall include a check or money order for \$25, made payable to the Alliance, for administrative fees. Administrative fees are non-refundable.
- (8) Each proposed amendment shall include the administrative fee. The By-Laws Committee will not review proposals that do not include the administrative fee.

- (9) Signature of member submitting proposed amendment.  
The member submitting a proposed amendment shall include her or his signature and date on the last page of the proposed amendment. Unsigned proposals will not be considered.

E. **By-Laws Committee Review Process:** The By-Laws Committee will review and recommend either ratification or rejection for all proposed amendments that comply with the applicable provisions of these By-Laws. The By-Laws Committee shall reject, any proposed amendments deemed inappropriate or inimical to the best interests of the Alliance:

- (1) Proposals deemed ethically or morally questionable;
- (2) Proposals advocating discriminatory policies;
- (3) Proposals that are deemed irresponsible or reckless; and,
- (4) Proposals with no socially redeeming value.

The By-Laws Committee shall acknowledge via email, receipt of all proposals submitted according to the submission procedures outlined in Article VI (D):

- (1) The By-Laws Committee shall issue written letters for all proposed amendments cleared for action by the membership and shall copy these letters to the Executive Committee.
- (2) By-Laws Committee decisions are final and are not subject to appeal.

F. **Membership Meeting Ratification Procedures:**

- (1) The By-Laws Committee shall reproduce and package all proposed amendments to the By-Laws and forward them to the Secretary two weeks before the membership meeting. Amendment packages shall be distributed at the membership meeting.
- (2) The By-Laws Committee shall prepare a brief synopsis of each proposed amendment that shall include the following:
  - (a) Recommendation for action; and,
  - (b) Reason for recommendation

(3) The By-Laws Committee Chairperson shall forward this information to the Secretary for inclusion in the agenda packet for the membership meeting.

(4) Proposed amendments require a two thirds majority vote of full members for ratification.

(5) The By-Laws Committee will distribute copies of newly amended Bylaws to all active members within \_\_\_\_ days.

G. **Other Procedures:** If no proposed amendments are received, or, those received are not deemed suitable for further action by By-Laws Committee, then upon the expiration of the submission time frame, the amendment process shall be closed until the next cycle. The current By-Laws shall remain in force. The By-Laws Committee shall issue a written statement to the Executive Committee and the general membership announcing that the end of the current amendment cycle.



## **Contractor's Alliance of Richmond**

**<http://contraalliance.org/>**

## **Welcome to Our Web Site**

The Contractors' Alliance of Richmond is a group of licensed contractors who are Richmond residents and business owners who are skilled in various trades. Our purpose is to provide a network for ongoing training with programs such as surety bonds, owner consolidated insurance, technical assistance, financial assistance and mentorship. We strive to build lasting relationships with local municipalities. We believe that ability is nothing without opportunity.

### **REALIZING THE DREAM**

The Contractors' Alliance of Richmond affirms that we are all responsible for helping to build a better Richmond. That dream will never become a reality as long as Richmond citizens don't have the opportunity to actively engage in the work necessary to uplift their community.

The Contractors' Alliance of Richmond consists of the following construction specialists:

- Glazers;
- Painting contractors;
- HVAC specialists;
- Roofers;
- General engineering contractors;
- General contractors;
- Flooring contractors;
- Landscapers;
- Surveyors;
- Telecommunications specialists; and,
- Construction management specialists

The Alliance is committed to the use of best practices in sustainable development to ensure that their efforts to provide for current demands will not compromise the ability of future generations to meet their own needs.

Rhonda F. Harris  
President

The Contractors' Alliance of Richmond is comprised of locally owned businesses specializing in the building trades. The alliance was formed in February 2005 to address issues of inequality, inequity and lack of parity affecting members' efforts to obtain contracts with the City of Richmond and the West Contra Costa Unified School District.

## **ACCOMPLISHMENTS**

The alliance has successfully negotiated agreements with the City of Richmond and West Contra Costa County Unified School District to:

- Hold mandatory pre-bid conferences;
- Provide assistance to contractors needing to obtain bonding through the firm of Meriweather & Williams Insurance Company;
- Enforce compliance through certified payroll;
- Re-establish a contract compliance officer in the City of Richmond;
- Opened employment opportunities for no-bid contracts with the West Contra Costa School District

## **HELPING DEVELOPERS**

Utilizing the services of a member of the Contractors' Alliance of Richmond provides the following benefits:

- Engages all members of the community;
- Promotes much needed economic growth and opportunity;
- Provides easy access to experienced contractors who own established businesses in the local area;
- Ensures compliance with federal, state and local ordinances; thus avoiding costly fines;
- Assures local support for projects by hiring existing talent in Richmond

## **MISSION STATEMENT**

Our mission is to impact our community in a manner that is conducive to obtaining contracting opportunities for minority contractors in Richmond and throughout West Contra Costa County. We collectively negotiate for the premier projects resulting in a greater impact on the lives of *all* citizens of Richmond.

## **THE TIME IS NOW**

We work together with developers and construction companies by combining our specialized skills with their technical resources. The result is a mutually beneficial project which will undoubtedly contribute to the betterment of our community as a whole. Building projects create jobs. Jobs guarantee revenue. Revenue circulates in our city and influences a rise in the standard of living for everyone.

## **UPLIFTING THE COMMUNITY THROUGH COOPERATIVE INVOLVEMENT**

The Contractors' Alliance of Richmond is a group of Richmond residents and business owners who are experienced, licensed contractors skilled in various trades. We are a coalition of local citizens working together to revitalize our community. We invite you to join us in paving the way to an even better Richmond.

The Contractors' Alliance of Richmond: working together, standing together, using our voice in support of the growth and development of Richmond by Richmond.

## **CAR GOALS**

The Contractors' Alliance of Richmond is actively working to improve contracting opportunities for minority-owned businesses in the building trades, specifically with the city of Richmond and the West Contra Costa Unified School District. The alliance has identified the following goals as critical to addressing the lack of equality, equity and parity in contracting opportunities with both the city of Richmond and the West Contra Costa Unified School District:

- Adoption of a local ordinance creating a technical assistance program designed to increase the participation of Richmond-based businesses in construction and construction-related projects funded by the city;
- Increase the city's goal to achieve an adequate level of Richmond business participation in city contracts from twenty percent (20%) to forty-five percent (45%);
- Adoption of a local ordinance mandating the participation of local contractors whose annual income does not exceed \$2 million;
- Adoption of a local ordinance creating a community benefits agreement for all major projects funded by the city;
- Adoption of an ordinance establishing thresholds for local contractor participation based on the most current population figures for the city's minority population.
- Creation of a housing construction pilot project;
- Adoption of a local ordinance requiring the city of Richmond's Department of Public Works to divide contracts totaling one million dollars or more into smaller units
- Adoption of an ordinance creating a program that pairs local subcontractors with subcontractors brought in by prime contractors using government funds

## Current Membership

As of June 2008

---

|                  |                                     |          |                              |
|------------------|-------------------------------------|----------|------------------------------|
| Albert Genesis   | <b>Genesis Heating &amp; Air</b>    | 776-7656 | agarner@aol.com              |
| Wayne Davidson   |                                     | 355-4803 | davidsonwayne@comcast.net    |
| Qiana Riley      | <b>Astro Construction</b>           | 685-4161 | astroconst@sbcglobal.net     |
|                  | Sewer, Paving, Grading              | 578-1305 |                              |
|                  | Underground -- License A, C27       | Fax      |                              |
| Dorothy Fox      | <b>Laid Rite Floor Coverings</b>    | 215-2108 | dorothyf@uclink.berkeley.edu |
| John Polk        | <b>Polk Communications</b>          | 835-1445 | jpolk@polkcomm.com           |
| Rhonda F. Harris | <b>H&amp;H Builders, Inc.</b>       | 233-9313 | rred7@msn.com                |
|                  | General -- B, New Constr.           | 233-5733 |                              |
|                  | Drywall, Framing, Demo, Renovations | Fax      |                              |
| Eric Morris      | <b>E. D. Morris Roofing</b>         | 290-3251 | edmorrisroofing@yahoo.com    |
| James Carter     | <b>Carter's &amp; Jameese Glass</b> | 236-1059 | jertr38@aol.com              |
| John Riley       | <b>J. W. Riley &amp; Son Inc.</b>   | 652-5496 | jwrileyson@yahoo.com         |
|                  | Paving & Grading Concrete,          | 715-3400 |                              |
|                  | Underground Sewer, Demo             | cell     |                              |
|                  | License A, C27                      |          |                              |
| Larry Fleming    | <b>Construction Training</b>        | 235-1008 | larryirontriangle@yahoo.com  |

|                                     |   |  |   |
|-------------------------------------|---|--|---|
| Karriem<br>Mohammed-El<br>Ted Smith | <b>The Provider Plumber</b><br>Plumbing & Heating<br><b>Clean Up/Maintenance</b>    | 672-6702<br><br>529-0688                 | karriemmu@hotmail.com<br><br>CTS770SAM1@aol.com |
| Carolyn Smith<br>John Hastings      | <b>Anchor Janitorial</b><br>Construction Clean Up<br>Maintenance, Initial & Routine | 237-7827<br>384-4743<br>685-2346<br>cell | anchor510@comcast.net                           |
| Kelvin Potts                        | <b>Ackland International Inc.</b><br>Surveying & Engineering                        | 917-<br>1505                             | kppotts@aol.com                                 |
| Willie Robinson                     | <b>WJR &amp; Associates, Inc.</b><br>Project and Construction<br>Management         | 415-722-<br>9167                         | willier@wjr-inc.com                             |

## Our Training Curriculum

The Contractors Alliance of Richmond (CAR) has recently contracted with Consortium Management Company, Inc. (CMCI) for the first round of construction management training.

All classes, including textbooks, will be free to the owners and employees of CAR. We are currently selecting the first 24 hour course to be given in September 2008. Review the list below and contact Ms. Rhonda Harris with your vote.

1. Construction Project Management
2. Construction Risk Management
3. Contract Administration Procedures
4. Preparing Your Construction Claim
5. Construction Equipment – The Buy or Lease Decision
6. CALTRANS Specifications Review
7. The "New" CSI MasterFormat
8. Marketing Your Construction Firm
9. Construction Scheduling with Microsoft Project
10. California State License Board Rules Update
11. Building Green in California with LEED®
12. Effective Project Communications
13. Creating a Business Plan
14. Contract Documents and Construction Law
15. Accident Prevention and Loss Control
16. Establishing a Construction Quality Program

Department of Consumer Affairs  
**Contractors State License Board**

### Contractor's License Detail - License # 735971

 **DISCLAIMER:** A license status check provides information taken from the CSLB license database. Before relying on this information, you should be aware of the following limitations.

CSLB complaint disclosure is restricted by law (B&P 7124.6). If this entity is subject to public complaint disclosure, a link for complaint disclosure will appear below. Click on the link or button to obtain complaint and/or legal action information.

Per B&P 7071.17, only construction related civil judgments reported to the CSLB are disclosed.

Arbitrations are not listed unless the contractor fails to comply with the terms of the arbitration.

Due to workload, there may be relevant information that has not yet been entered onto the Board's license database.

**License Number:** 735971 **Extract Date:** 10/19/2009

E D MORRIS ROOFING

**Business Information:** 631 STEGE AVE  
 RICHMOND, CA 94804

Business Phone Number: (510) 234-5214

**Entity:** Sole Ownership

**Issue Date:** 05/13/1997

**Expire Date:** 11/15/2006

**License Status:** This license is revoked and not able to contract at this time.

**Additional Status:** [Click here for Complaint Disclosure information.](#)

**Classifications:**

| CLASS | DESCRIPTION |
|-------|-------------|
| C39   | ROOFING     |

#### CONTRACTOR'S BOND

This license filed Contractor's Bond number **10039330** in the amount of **\$10,000** with the bonding company

**Bonding:** ACCREDITED SURETY AND CASUALTY COMPANY INC.

**Effective Date:** 06/24/2005

**Cancellation Date:** 08/11/2006

[Contractor's Bonding History](#)

This license is exempt from having workers compensation insurance; they certified that they have no employees at this time.

**Workers' Compensation:** **Effective Date:** 09/07/2000

**Cancellation Date:** 01/01/2007

[Workers' Compensation History](#)



Department of Consumer Affairs  
**Contractors State License Board**

**Contractor's License Detail (Complaint Disclosure)**

**Contractor License #:** 735971  
**Contractor Name:** MORRIS E D ROOFING

**Citations:**

*Select a citation to view any violations.*

| CITATION #    | DATE       | STATUS                                      |
|---------------|------------|---|
| 3 2005 001311 | 11/15/2006 | NON-COMPLIANCE - LICENSE REVOKED PER 7090.1 |
| 3 2003 001485 | 10/14/2003 | COMPLETED                                   |

[Conditions of Use](#) | [Privacy Policy](#)  
Copyright © 2009 State of California

## Citation Violation Disclosure

**License Number:** 735971

**Contractor Name:** MORRIS E D ROOFING

**Citation #:** 3 2005 001311

**Date:** 11/15/2006

**Status:** NON-COMPLIANCE - LICENSE REVOKED PER 7090.1

| CODE                        | VIOLATION | DESCRIPTION  |
|-----------------------------|-----------|--|
| Business & Professions Code | 7030.A    | No notice regarding CSLB address                   |
| Business & Professions Code | 7030.B    | No notice regarding license requirement            |
| Business & Professions Code | 7109.A    | Departed from trade standards                      |
| Business & Professions Code | 7109.B    | Departed from plans or specifications              |
| Business & Professions Code | 7113      | Exceeded contract amount                           |
| Business & Professions Code | 7159.B    | Home Improvement Contract violation                |
| Business & Professions Code | 7159.D    | Excessive downpayment                              |
| Business & Professions Code | 7159.E    | No payment schedule; payment exceeds value of work |
| Business & Professions Code | 7159.J    | Home Improvement Contract violation                |

Change the text size:

[Small](#) | [Medium](#) | [Large](#)

[print](#) | [>> close window <<](#)

## Citation Violation Disclosure

**License Number:** 735971

**Contractor Name:** MORRIS E D ROOFING

**Citation #:** 3 2003 001485

**Date:** 10/14/2003

**Status:** COMPLETED

| CODE                        | VIOLATION | DESCRIPTION                                 |
|-----------------------------|-----------|---|
| Business & Professions Code | 7110      | Violation of the building laws of the state |

Change the text size:

[Small](#) | [Medium](#) | [Large](#)

[print](#) | [>> close window <<](#)



Department of Consumer Affairs  
**Contractors State License Board**

**Contractor's License Detail - License # 722393**

 **DISCLAIMER:** A license status check provides information taken from the CSLB license database. Before relying on this information, you should be aware of the following limitations.

CSLB complaint disclosure is restricted by law (B&P 7124.6). If this entity is subject to public complaint disclosure, a link for complaint disclosure will appear below. Click on the link or button to obtain complaint and/or legal action information.

Per B&P 7071.17, only construction related civil judgments reported to the CSLB are disclosed.

Arbitrations are not listed unless the contractor fails to comply with the terms of the arbitration.

Due to workload, there may be relevant information that has not yet been entered onto the Board's license database.

**License Number:** 722393 **Extract Date:** 10/19/2009  
ACKLAND INTERNATIONAL INC

**Business Information:** 333 HEGENBERGER RD #304  
OAKLAND, CA 94621  
Business Phone Number: (510) 633-1797

**Entity:** Corporation  
**Issue Date:** 05/07/1996  
**Expire Date:** 05/31/2010  
**License Status:** This license is inactive and not able to contract at this time.  
**Additional Status:** The license will need to meet the workers compensation requirements to renew active or reactivate.

**Classifications:**

| CLASS | DESCRIPTION                    |
|-------|--------------------------------|
| B     | GENERAL BUILDING CONTRACTOR    |
| A     | GENERAL ENGINEERING CONTRACTOR |

**CONTRACTOR'S BOND**  
This license filed Contractor's Bond number **152756** in the amount of **\$12,500** with the bonding company  
AMERICAN CONTRACTORS INDEMNITY COMPANY.  
**Effective Date:** 01/01/2007

**Bonding:** Contractor's Bonding History  
**BOND OF QUALIFYING INDIVIDUAL**  
1. The Responsible Managing Officer (RMO) EKUNDAYO AKINWANDE SOWUNMI certified that he/she owns 10 percent or more of the voting stock/equity of the corporation. A bond of qualifying individual is **not** required.  
**Effective Date:** 05/07/1996

**Workers' Compensation:** This license has workers compensation insurance with the CONTINENTAL CASUALTY COMPANY  
**Policy Number:** 2072066955  
**Effective Date:** 09/01/2008

Department of Consumer Affairs

**Contractors State License Board****Contractor's License Detail (Personnel List)**

**Contractor License #:** 722393  
**Contractor Name:** ACKLAND INTERNATIONAL INC

*Click on the person's name to see a more detailed page of information on that person.*

| NAME                          | TITLE        | ASSOCIATION<br>DATE | DISASSOCIATION<br>DATE | CLASS | MORE<br>CLASS |
|-------------------------------|--------------|---------------------|------------------------|-------|---------------|
| EKUNDAYO AKINWANDE<br>SOWUNMI | RMO/CEO/PRES | 05/07/1996          |                        | B     | More          |
| JASMINE KRISTINE SOWUNMI      | OFFICER      | 05/07/1996          | 06/01/2004             |       |               |

[Conditions of Use](#) | [Privacy Policy](#)  
Copyright © 2009 State of California



State of California

# Employment Training Panel

*Arnold Schwarzenegger, Governor*

October 20, 2008

Reference Number: 08-0893

Ms. Rhonda F. Harris  
President  
Contractor's Alliance of Richmond  
322 Harbour Way, Suite 9  
Richmond, California 94801

Dear Ms. Harris:

Re: Application for Funding for ETP Funding

We have received your submitted ETP Application for Funding. Your Application for Funding which constitutes the second component of the online application process has been assigned to the **San Francisco Bay Area Regional Office** for review and continued development under the Single Employer Fast Track Program.

You will be contacted in the next few days by the Development Analyst assigned to discuss the completeness and contents of your ETP Application for Funding. ETP staff will begin working with you as soon as possible in developing your training proposal. However, please note that Panel funding consideration of your proposal may be delayed, contingent upon the availability of funds.

If you have any questions regarding this letter or the assignment of your Application for Funding, please call me at (916) 327-5466 or you may direct them in writing to:

Employment Training Panel  
Attn: Application Review Unit  
1100 J Street, 4<sup>th</sup> Floor  
Sacramento, CA 95814

Thank you for your continued interest in the Employment Training Panel.

Sincerely,

Melinda Walton  
Application Review Unit  
[mwalton@etp.ca.gov](mailto:mwalton@etp.ca.gov)

SACRAMENTO CENTRAL OFFICE  
1100 J Street, 4<sup>th</sup> Floor  
SACRAMENTO, CA 95814  
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE  
4640 Lankershim Blvd., Suite 311  
NORTH HOLLYWOOD, CA 91602  
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE  
1065 East Hillsdale Blvd, Suite 415  
FOSTER CITY, CA 94404  
(650) 655-6930

SAN DIEGO REGIONAL OFFICE  
5353 Mission Center Road, Suite 110  
SAN DIEGO, CA 92108  
(619) 686-1920

[www.etp.ca.gov](http://www.etp.ca.gov)  
ETP (10/25/05)

| FIELD   | RED     | COMPANY | RED    | RED STATUS |
|---|---------|---------|--------|------------|
| OFFICE  | ANALYST | REFNUM  | STATUS | DATE       |
| San Mateo   | TT      | 08-0893 | A      | .NULL.     |
| 06/11/08   MW   Emailed M. Ross (consultant) for information regarding the type of association the alliance is. Requested articles of incorporation and/or bylaws, and asked for clarification as to group of employers or co-contractors if they don't operate as a trade association.   HOLD<br>This is an EDU referral (Worthington) |         |         |        |            |
| 06/11/08   MW   Rec'd an email from the consultant asking if I had any questions.   Responded with email outlining my questions.  |         |         |        |            |
| 06/25/08   MW   Consultant responds that he missed the email, and will send the By-Laws and Articles of Inc.   Rec'd those docs approx. 1 week later.   |         |         |        |            |
| 07/14/08   MW   Discussed with RM.  |         |         |        |            |
| 07/31/08   MW   Discussed with MR and RM, able to make a determination with the information provided.   |         |         |        |            |
| 07/31/08   MW   This entity is eligible as a trade association as outlined under 22CCR Section 4400(j)(3).  |         |         |        |            |
| ++++++From Preliminary Application++++++<br>The Contractor's Alliance of Richmond is an registered association of small construction related contractors organized around common business development interests.   Common training needs include: Project Management Resource Development Problem Solving and Team Building.<br>+++++   |         |         |        |            |
| 7/31/08 - Pre-app assigned to Teresa Teles  |         |         |        |            |
| 8/12/08 - Site visit scheduled on 8/27/08.   TT   |         |         |        |            |
| 8/27/08 - Site visit with Ronda Harris of Alliance and McKinley Ross of Project Support Services.   Want to do a 30 trainee small bus owners in construction industry.   Reviewed eligibility of bus owners 1-9 ees; number of hours and retention requirements.   Probably October Panel.   TT   |         |         |        |            |
| 10/16/08 - TR - Rec'd signed, original Fast Track Application for Funding.   Note:   The phone number in the MIS Company Info Screen is shown as their fax number on their application.   Their phone number on their application is 510-593-6006.  |         |         |        |            |



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

July 31, 2008

Reference Number: 08-0893

Ms. Rhonda Harris, President  
Contractor's Alliance of Richmond  
322 Harbour Way, Suite 9  
Richmond CA 94801

Dear Ms. Harris:

RE: Preliminary Application for Employment Training Panel (ETP) Funding

Your ETP Preliminary Application submission was received on June 10, 2008. A review of your Preliminary Application indicates that your entity, the Contractor's Alliance of Richmond, meets the basic eligibility requirements as a Group of Employers as outlined under Title 22, California Code of Regulation (22CCR), Section 4400(j)(3). This does not constitute approval for funding, but instead establishes that the Contractor's Alliance of Richmond is eligible to contract with the Panel as a Group of Employers for the purposes of receiving training cost reimbursement. Your Preliminary Application has been assigned to the **San Francisco Bay Area Regional Office**. Please note that this assignment completes only Part One of the Online Application Process.

All training programs *must* be formally determined eligible prior to the submission of the Application for Funding. The assignment of your Preliminary Application at this time *does not* constitute a determination of eligibility for the training program, including eligibility of the participating employers. You will be contacted within the next few days to schedule a site visit to provide you with details regarding on Part Two of the application process and availability of ETP funds for the remainder of the fiscal year. ETP staff will begin working with you as soon as possible to complete the Application for Funding and then to develop your ETP Agreement.

If you have any questions or desire additional information regarding your Preliminary Application for Funding prior to being contacted by the San Francisco Bay Area Regional Office, please contact me at (916) 327-5466. You may submit any written information to the following address:

Employment Training Panel  
1100 J Street, 4<sup>th</sup> Floor  
Sacramento, CA 95814  
Attn: Application Review Unit

Thank you for your continued interest in the Employment Training Panel.

Sincerely,

Melinda Walton  
Application Review Unit  
[mwalton@etp.ca.gov](mailto:mwalton@etp.ca.gov)

SACRAMENTO CENTRAL OFFICE  
1100 J Street, 4<sup>th</sup> Floor  
SACRAMENTO, CA 95814  
(916) 327-5640

N HOLLYWOOD REGIONAL OFFICE  
4640 Lankershim Blvd., Suite 311  
NORTH HOLLYWOOD, CA 91602  
(818) 755-1313

S F. BAY AREA REGIONAL OFFICE  
1065 East Hillsdale Blvd, Suite 415  
FOSTER CITY, CA 94404  
(650) 655-6930

SAN DIEGO REGIONAL OFFICE  
5353 Mission Center Road, Suite 110  
SAN DIEGO, CA 92108  
(619) 686-1920

**Melinda Walton**

**From:** McKinley Ross [mrossblessed@yahoo.com]  
**Sent:** Wednesday, June 11, 2008 4:29 PM  
**To:** Melinda Walton  
**Subject:** RE: Preliminary Application for ETP Funding ref 08-0893 Contractor's Alliance of Richmond

Hi Melinda,

We made a mistake on the Preliminary Application. The Contractor's Alliance EIN# is 68-0664926. Is there a way for me to make the correction online, or will you take care of this? Please advise.

Thanks

--- On Wed, 6/11/08, Melinda Walton <mw Walton@etp.ca.gov> wrote:

From: Melinda Walton <mw Walton@etp.ca.gov>  
 Subject: RE: Preliminary Application for ETP Funding ref 08-0893 Contractor's Alliance of Richmond  
 To: "McKinley Ross" <mrossblessed@yahoo.com>  
 Date: Wednesday, June 11, 2008, 2:56 PM

Thank you.

-----Original Message-----

From: McKinley Ross [mailto:mrossblessed@yahoo.com]  
 Sent: Wednesday, June 11, 2008 2:38 PM  
 To: Melinda Walton  
 Subject: RE: Preliminary Application for ETP Funding ref 08-0893 Contractor's Alliance of Richmond

Hi Melinda,

I am the main point of contact for the Contractor's Alliance and will help them gather the necessary information and clarify any other issues. You will hear from me soon. Thanks.

Melinda Walton wrote:

> Good Morning Mr. Ross,  
 >  
 > I have taken a quick look at the preliminary application  
 > submitted by the Contractor's Alliance of Richmond. Is the alliance  
 > a Trade Association representing a group of employers that are related by  
 > occupation, industry or collective bargaining agreement?  
 >  
 > If the Alliance  
 > has any articles of incorporation and/or operating bylaws that describe  
 > the  
 > structure of the organization, will you please have them email, mail or  
 > fax me  
 > a copy? I have to determine whether the  
 > Alliance should be considered eligible as a Group  
 > of Employers with a lead employer holding the liability of the contract, a  
 > professional or trade association, or co-contracting employers who share  
 > liability with one employer designated as an administrative lead.

6/11/2008

>  
> Let me know if you can help me with any of this, or if I  
> should contact the Alliance  
> directly. Thanks, in advance, for your help.  
>  
> Melinda Walton  
> Program Analyst, Application Review Unit  
> Employment Training Panel  
> 1100 J  
> Street , 4th Floor  
> Sacramento, CA 95814  
> (916)327-5466  
> mwalton@etp.ca.gov  
>

**Melinda Walton**

**From:** Melinda Walton  
**Sent:** Wednesday, June 11, 2008 10:55 AM  
**To:** 'mrossblessed@yahoo.com'  
**Subject:** RE: Preliminary Application for ETP Funding ref 08-0893 Contractor's Alliance of Richmond

Good Morning Mr. Ross,

I have taken a quick look at the preliminary application submitted by the Contractor's Alliance of Richmond. Is the alliance a Trade Association representing a group of employers that are related by occupation, industry or collective bargaining agreement?

If the Alliance has any articles of incorporation and/or operating bylaws that describe the structure of the organization, will you please have them email, mail or fax me a copy? I have to determine whether the Alliance should be considered eligible as a Group of Employers with a lead employer holding the liability of the contract, a professional or trade association, or co-contracting employers who share liability with one employer designated as an administrative lead.

Let me know if you can help me with any of this, or if I should contact the Alliance directly. Thanks, in advance, for your help.

*Melinda Walton*

Program Analyst, Application Review Unit  
**Employment Training Panel**  
1100 J Street, 4th Floor  
Sacramento, CA 95814  
(916)327-5466  
[mwalton@etp.ca.gov](mailto:mwalton@etp.ca.gov)

6/11/2008



**Melinda Walton**

**From:** aru@etp.ca.gov  
**Sent:** Tuesday, June 10, 2008 4:07 PM  
**To:** ARU  
**Subject:** Application Submitted Online: 08-0893 Contrator's Alliance of Richmond

A Preliminary Application has been submitted for Contrator's Alliance of Richmond on June 10, 2008.

Company Name: Contrator's Alliance of Richmond  
 Representative Name: Rhonda Harris  
 Representative Title: President  
 Street Address: 322 Harbour Way Suite 9  
 City: Richmond  
 State: CA  
 Zip Code: 94801  
 Phone: (510)233-9313  
 Fax: (510)593-6006  
 Email Address: rred7@msn.com

CEAN:  
 FEIN: ~~76-0762520~~ 68-0664926 No cross ref  
 Contractor Category: GE

Projected Number of Trainees: 30  
 Projected Start Date: 09/01/2008

Previous ETP Agreement: No  
 3rd Party: Yes  
 3rd Party Name: McKinley Ross Jr.  
 3rd Party Title: Consultant  
 3rd Party Company Name: Consortium Management Company  
 3rd Party Telephone Number: (414)846-1178  
 3rd Party E-mail address: mrossblessed@yahoo.com

Group of Employers - Trade Assoc. ?  
 ✓ Entrepreneurial Trng.

4400d(3)

NO BUS. PORTAL / NO WEBSITE

6/10/2008

TASM1225/ XRFR

EMPLOYER CROSS-REFERENCE INQUIRY

06/11/08

16:53:05

FEIN 68 0664926

OWNER SSN

CORP ID

NAME

ZIP

OPTIONAL

STREET

NAME

CITY

SEARCH

COUNTY

CRITERIA

ETDO

ER TYPE

NAME SEARCH PERCENT 70

1082 NO CROSS REFERENCES FOUND

NEXT XRFR

PF1=HELP